

**NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY**

**COMMONWEALTH OF MASSACHUSETTS**

**DOCKET 98-57 Phase III**

**Respondent:** Jamie Virga

**Title:** Senior Specialist-Regulatory

**REQUEST:** Covad Communications Co., Record Request

**DATED:** August 2, 2000

**ITEM:** COVAD RR #6 Please provide the subintervals that the project manager for collocation augments uses in managing the collocation augment to arrive at the 76 business day interval

**SUPPLEMENTAL** All requests for physical collocation, whether such request is for a new collocation arrangement or an augment to an existing collocation arrangement, are tracked using the same major milestones.

**REPLY:**

The following describes the typical activities and the average time frame to complete those activities. There are two major milestones that are tracked and measured with the CLEC (and the DTE): (1) The response letter (due on day 10), and (2) the completion date (typically due on day 76) Timeframes for completion of the other milestones may vary. Intervals depend upon individual building conditions and scope of work needed to meet request. In addition, the intervals provided assume no vendor delays, little or no site preparation required and no unforecasted spikes in demand.

All tasks identified under a milestone that has an asterisk (\*) must be accomplished before the next asterisked milestone commences, because they are independent and represent the critical path for each collocation application.

Below, reflected in **business days**, are the critical milestones as well as the supporting elements that are involved for each application

received.

**\*Receipt of completed application (Day 1)**

- Application received in Wholesale Network Services
- Review for provisioning accuracy and completeness, including verifying that cabling matches CLEC equipment quantity
- Date Stamp applied
- Log application into the Database
- Verify Network Equipment Building System (NEBS) compliance
- Distribute the application to Customer Network Engineering-Region (CNE-R) and Project Managers

**Issue letter of acknowledgement to CLEC (By Day 5)**

- Verify tariff in effect
- Verify application fee
- Establish Band rates
- Establish billing account number
- Verify all other required information

**\*Issue CRRF (Collocation Request Response Form) to WNS (By Day 9)**

- CNE-R Receives Application from WNS
- Review for NEBS Conformance / Check with Maintenance

## Engineering

- Communicate non-forecasted spikes in demand within the organization
- Obtain Common Language Location Identifier (CLLI) Codes and Geographical Location (GEO) Codes
- Obtain Access Customer Terminal Location (ACTLs)
- Verify Database for CLLI Codes and GEO Codes, etc..... Update as necessary
- Local Collocation Coordinator (LCC) Receives Application from CNE-R:
- Review Application Requirements
- Distribute application to Central Office Engineering (COE), Outside Plant (OSP), Real Estate, etc.
- Schedule Site Survey
- Attend / Coordinate site survey
- Identify meet manhole(s)
- Determine if conduit required.
- Review licensing and right-of-way requirements
- Discuss location of collocation arrangement
- Review requirements for additional Verizon provided equipment
- Identify additional Verizon requirements (CLEC specifications / design criteria)
- Provide preliminary site survey results to WNS (Space/no Space, dimensions of cage, size variance from application, establish project schedule, provide collocation options available)

**\*Response Letter to CLEC (Day 10)**

- Schedule for Completion
- Space availability & Square Footage
- Price Estimate for Non-recurring Charges
- Preliminary Dimensions
- Unusual Conditions

**\*Issue CCR (Capacity Creation Request) (Day 14)**

- Confirm Service Date
- Perform preliminary engineering
- Input requirements including the amount of space, number of DS1's, DS3's, fiber, power, etc.
- Review requirements for additional Verizon provided equipment for both common area and network interface
- Incorporate results of site survey
- Notify Power, Space & Frame, Real Estate, COE, Interoffice facility (IOF)/ Digital Cross Connect System (DCS) & OSP to issue orders

**\*Issue TEO (Telephone Equipment Order) (Day 28)**

- Receive Capacity Creation Request (CCR) from LCC (including funding source)
- Issue RFQ (Request for Quote) to Vendors

- Receive response(s), Review and Select Vendor
- Issues Automated Trunks Integrated Record Keeping System (TIRKS), Switch, and Loop Facility Assignment Control System (LFACS) Form

- Send Telephone Equipment Order (TEO) to vendor

**\*Detailed Engineering, Ordering and Receipt of Material (Day 50)**

- Vendor receives TEO
- Vendor Engineers Job
- Vendor Orders Equipment
- Vendor Populates Infobank/News
- Material and Equipment Ships
- Method of procedure (MOP) Provided to Vendor Management (VM) / Central Office (CO)
- Material received by installation vendor

**\*Installation Starts (Day 53)**

- **Real Estate/Site Preparation Completed, As Necessary**
- Installation vendor performs MOP
- Installation Vendor collects all installation materials and specifications

**\*Installation Complete (Day 76)**

- Installation vendor installs all aspects of job including running and termination of all cables, installation and termination of power

feeds, cable racking, termination blocks at Point of Termination (POT) bay and distribution frames

- Forward cable information for input to TIRKS / LFACS / SWITCH
- Issue TIRKS order (WORD doc)
- SWITCH Provisioning Receives SWITCH Input form Connecting Facility Assignment (CFA) Requirements
- SWITCH Inventory Build
- Facility Management Center (FMC) Field Receives LFACS Form from for CFA Requirements
- FMC Field verifies LFACS Information: Cable identification, Count, CLEC, etc.
- FMC Builds Cable identification, count, terminal, loop makeup, etc.
- FMC forwards an input request to LFACS Staff
- LFACS Staff receives an input request
- LFACS Staff ensures information complete and correct
- LFACS Staff forwards the input request to the Input Group
- Input group builds Script
- Input Group runs input request
- FMC/LFACS reviews cable identification and count to verify correct and complete
- LFACS Form in Lotus notes is completed and dated as complete
- Engineering Verifies Job Complete

Connecting Facility Assignment (CFA) Due to Complete (Two

Weeks prior to due date)

- Check for existence of CFA Forms
- Verify Form Information matches Application
- Attach Form(s) to Collocation Application

Update CNE/WNS Database with date attached

- Verify date was input to the Operation Support Systems (OSS) for TIRKS, SWITCH, & LFACS
- Verify Fiber Cable installation complete
- Provide Tie Down Information (CFA) to WNS

\*Pre-Acceptance Checklist (Upon completion of installation)

- LCC provides Vendor with TEO, Collocation Application, Floor Plan, and Checklist
- Vendor performs checklist verification
- Vendor provides feedback on Conformances and non-Conformances
- Field Engineering (FE)/ Vendor management (VM) contacts Installation Vendor to have the non- conformances corrected
- Real Estate(RE) contacts Installation Vendor to have the non-conformances corrected
- FE/VM and RE verify that non-conformances are corrected

CAM (Collocation Acceptance Meeting) Notice to CLEC (Two Weeks prior to due date)

- Query Database to identify all jobs scheduled to complete
- Verify job on target with LCC
- Prepare CFA transmittal form

**CAM Completed (Walk through with CLEC) (At Job Completion or later (CLEC's**

**preference))**

**Billing Initiated As of CAM or 30 days, whichever is earlier**

- Verify arrangement (as built)
- Identify/verify all Universal Service Order Codes (USOC) and quantities
- Transfer funds from holding account as appropriate
- Input USOC and quantities on Carrier Account Billing System (CABS) order
- Verify billing appropriately
- File appropriate documentation
- Handle claims/questions/collections for account

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